



# Illinois Department of Corrections

## Administrative Directive

Number: <b>02.65.120</b>	Title: <b>Service Connected Sick Leave and Appointment Time</b>	Effective: <b>12/1/2021</b>
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<b>Authorized by:</b>	<i>[Original Authorized Copy on File]</i>	<b>Rob Jeffreys</b> Director
<b>Supersedes:</b>	02.65.120 effective 12/1/2020	

<b>Authority:</b> 5 ILCS 345/1 80 IAC 303.135	<b>Related ACA Standards:</b> 5-ACI-1B-17, 5-ACI-1C-01, 5-ACI-1C-04
<b>Referenced Policies:</b> 02.05.105, 03.01.210, 03.02.215	<b>Referenced Forms:</b> DOC 0126 – Notification of Absence

### I. **POLICY**

The Department shall allow state-paid time away from work as provided for in the statutes, in other State agency regulations, or in contract agreements for an occupational injury or illness.

### II. **PROCEDURE**

#### A. **Purpose**

The purpose of this directive is to establish a standard procedure for processing requests for and reporting the use of service-connected sick leave and appointment time.

#### B. **Applicability**

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

#### C. **Facility Reviews**

A facility review of this directive shall be conducted at least annually.

#### D. **Designees**

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

#### E. **Definition**

Chief Administrator – the Chief Administrative Officer of a correctional facility; the supervisor of a parole office; the Manager of Staff Development and Training; or for all other offices, the respective Deputy Director, Chief, Assistant Director or Director.

#### F. **General Provisions**

1. An occupational injury or illness shall normally be reported to the employee's Supervisor in writing before leaving the facility. If the seriousness of the illness or injury prevents the prior written notice, the employee shall verbally advise the Supervisor as soon as possible and subsequently submit the written notice upon return to work. The Supervisor shall:

a. Notify the Workers' Compensation Coordinator in writing;

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- b. Advise the employee to obtain appropriate verification of the injury or illness in accordance with Paragraph II.G.2.; and
  - c. Advise the employee of Administrative Directive 03.02.215.
2. Upon verification that an employee is unable to perform his or her normal duties or to perform light duty for a certain period of time due to an occupational injury or illness, the following service-connected sick leave shall be allowed per occurrence and in lieu of using the employee's benefit time:
  - a. RC-6, 14, 23, 28, 62, 63, Teamsters and CU-500 employees may use up to a maximum of five days.
  - b. All other employees may use up to a maximum of three days.
3. An employee who is required to be off-duty for an extended period of time due to an injury or illness incurred as the direct or indirect result of violence by an individual in custody may request Extended Benefits in accordance with Administrative Directive 03.01.210.
4. An employee who is required to be off-duty for an extended period of time due to an injury or illness that was not incurred as the direct or indirect result of violence by an individual in custody may request Temporary Total Disability Benefits in accordance with Administrative Directive 02.05.105.
5. An employee may request up to two hours for service connected appointments with a doctor, dentist or other professional medical practitioner for a compensable occupational injury or illness.
  - a. The employee shall, with approval of his or her Supervisor, be allowed the time off without the loss of pay and in lieu of using his or her benefit time if the appointment cannot be scheduled during non-work hours.
  - b. To receive service connected appointment time, the employee shall have exhausted all applicable service connected sick leave.

**NOTE:** If the appointment requires more than the approved two hours, the employee shall be required to provide written documentation from his or her physician to substantiate the time away.

**G. Requirements**

1. When needed, the employee shall:
  - a. Request the use of service-connected sick leave on a Notification of Absence, DOC 0126, for an occupational injury or illness in accordance with Paragraph II.F.2.
  - b. Request the use of service-connected appointment time on a DOC 0126 in accordance with Paragraph II.F.5. Information including date, time and nature of the appointment shall be documented under the comments section.
2. Service-connected sick leave and appointment time shall be approved by the Supervisor and may be used immediately upon request. If the injury or illness is subsequently denied by the CMS Risk Management Division, the Timekeeper shall substitute the service-connected time with benefit time, as applicable, on the employee's time card.
3. The Chief Timekeeper shall record the use of the approved service-connected appointment time using the "SCA" code and advise the Workers' Compensation Coordinator that such time was used.

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**NOTE:** If the facility or office is using the automated timekeeping system, the Timekeeper shall record the use of the approved service connected appointment time as "other paid time off."

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